

Program Agreement

Program Conditions

1. The applicable program fee is payable on submission of an application.
2. Applicants must provide IEP with a copy of their relevant working holiday visa at least 4 weeks prior to departure from Australia.
3. Applicants **MUST** attend a Job Fair location in person for their 2 Employer interviews. Locations/Dates: Brisbane 7 & 8 August 2012, Sydney 9 & 10 August 2012, Melbourne 11 August 2012. Applicants must maintain flexibility and be able to attend on all Job Fair dates in their applicable city.
4. Applicants must travel with at least five months comprehensive travel insurance, or for the duration of their employment contract. Policy details must be provided prior to departure.
5. IEP will provide one free bonus month of comprehensive travel insurance to all Work & Ski Canada Job Fair Participants taking out a policy of five months or more through IEP and IEP's insurance provider, CHI. The free month will be the final month of the policy. (For example, if the participant purchases a five month policy, they will pay for four with the fifth month free). If the applicant purchases insurance through an alternate provider, the free month of insurance will be forfeited.
6. Applicants must arrive into Canada with evidence of access to at least the minimum funds required by the Canadian Working Holiday Program (currently CAD \$2,500).
7. Applicants must submit a final travel itinerary, travel insurance policy and a copy of their Canadian Working Visa to IEP before 26 October 2012, or two weeks prior to departure if departing before this date. Failure to provide this information will result in forfeiture of their first night's accommodation and may impact the validity of the applicant's employment contract.
8. All prices are subject to change without notice and acceptance onto the program is not guaranteed until full payment is received and a pre-screening interview has been completed.
9. Visa applications must be lodged a minimum of 8 weeks prior to the intended departure date. IEP cannot guarantee the issuance of a visa. The relevant Embassy/Consulate has the authority to issue or deny any visa application. Even after you have been issued a visa, the final decision in all cases rests with the immigration officer at the port of entry. Visa fees may not be refunded if a visa is refused.
10. All applicants must submit at least two written references to IEP no less than one week prior to attendance at the job fair. Failure to do so may result in your cancellation from the program.
11. Applicants must abide by the terms and conditions set by IEP's relevant overseas host organisation and those set by external suppliers of the applicant's travel arrangements. These include (but are not limited to) airlines, insurance providers, ground transport operators and accommodation providers.
12. Applicants are advised not to pay for travel arrangements (eg airfares, hotels etc) without having a visa in their possession. The visa processing time can vary between consulates and issuance is not guaranteed. Visa rejection and visa rulings are at the discretion of the relevant consulates and not the jurisdiction of IEP. IEP does not take responsibility for any expenses associated with visa application or denial.

Acceptance onto the Program

1. Acceptance onto the *Work & Ski Canada Job Fair* program is subject to a pre-screening interview by IEP. Upon receiving instructions from IEP, the applicant must book an interview with a member of the IEP team through IEP's online booking system.
2. Acceptance of any applicant onto the program is entirely at the discretion of IEP.
3. Applicants removed from the program by IEP will be eligible for a full refund, or to have their full program fee transferred to an alternate IEP program of the applicant's choice.

Attendance at the Job Fair

1. Applicants must attend interviews in their selected Job Fair city with two different Canadian employers. Exact times and locations of Job Fair interviews will be provided to the participant by IEP.
2. Applicants will be asked to nominate three employer preferences. It is the responsibility of the applicant to ensure they meet the requirements of all nominated employers, including start dates, season length, age

restrictions and previous experience. Start dates, Position Descriptions and employment guidelines are not negotiable and applicants who nominate employers whose requirements they cannot meet will not be eligible for any refund if unsuccessful.

3. Applicants should specify at least two positions of interest with each employer, but must be flexible with what type of position they will be willing to accept.
4. It is the applicant's responsibility to ensure they go into their interview prepared and make every effort to secure a job offer from each employer.

Cancellation Policy

1. Cancellations/program transfers will only be accepted in writing and will be effective as of the date received by IEP. Cancellations will be accepted by letter, fax or verified e-mail.
2. Cancellations received within seven days of application and prior to a pre-screening interview with IEP will reflect the progress of the application and any refund will be at the discretion of IEP.
3. Cancellations received after seven days and/or after a pre-screening interview has been conducted, but prior to 20 July 2012 will incur a \$195 cancellation fee.
4. Cancellations arising from IEP denying the applicant acceptance onto the program will incur no cancellation fee, and all monies will be refunded to the participant.
5. Cancellations received after 20 July 2012 (including after the Job Fair) will not be eligible for a refund.
6. Applicants who fail to attend their scheduled Job Fair interviews will not be eligible for a refund.
7. All applicants are recommended to apply for their working visa prior to the Job Fair. Cancellations arising due to the refusal of a working visa **prior** to the Job Fair will incur a \$295 cancellation and administration fee. Refund of the applicable visa fee will be at the discretion of the Canadian Consulate and is not within IEP's control.
8. Cancellations arising due to the refusal of a working visa **after** the Job Fair will not be eligible for any refund. **If you are concerned that you may not meet the eligibility of the Working Holiday Program, please notify IEP at the time of application.**
9. Cancellations and refunds of goods and services that are provided by suppliers other than IEP (airfares, travel insurance, airport transfers, accommodation, visas etc) will be at the discretion of the relevant suppliers and subject to the conditions set by those suppliers.
10. For those who wish to transfer to another IEP program prior to 20 July 2012, a \$50 transfer fee will be incurred.
11. All credit card and credit debit card transaction surcharges are non-refundable.

Job Offers and Acceptance

1. Upon completion of each Job Fair interview, the applicant will be notified by the employer if they wish to offer the applicant a position.
2. Job Offers are not guaranteed and it is the applicant's responsibility to make every effort to secure a job offer on the day.
3. Applicants who are offered a position but choose to reject it will not be eligible for any refund of the program fee. Such applicants may transfer their entire program fee to an alternate IEP program, minus a \$195 transfer fee. No refund will be given for any portion of the program fee.
4. Applicants who are unsuccessful in securing a job offer at the Job Fair must notify IEP immediately. IEP will make every effort to secure a third interview for the applicant on the day.
5. Applicants who are unsuccessful in securing a job offer at the job fair through no fault of their own will be given the option to transfer their program fee to an alternate IEP program or receive a full refund of their IEP program fee. Refunds will be issued at the discretion of IEP and assessed according to each individual's circumstance.
6. Applicants who are unsuccessful in securing a job offer at the Job Fair, but who do not notify IEP **on the Job Fair day** will not be eligible for any refund.

Departure from Australia and Arrival into Canada

1. I understand that I will provide my travel details to IEP and the Canadian Employer prior to 26 October 2012 or 2 weeks prior to departure, whichever is sooner.
2. I understand that I am required to book my flights with STA Travel. If I do not book through STA Travel, a \$50 administration fee will apply.
3. I understand and agree that I may not depart from Australia as a program participant unless and until I have:
 - a) Received an email confirming employment with the relevant Canadian employer
 - b) Paid all my outstanding program monies to IEP
 - c) Provided my complete flight itinerary to IEP
 - d) Provided IEP with a copy of my insurance certificate proving I have at least 5 months comprehensive travel insurance
 - e) Provided IEP with a copy of my Letter of Introduction obtained from the Canadian Consulate.
4. I understand that I will be entering an employment contract with the Canadian Employer, not IEP. This contract will require me to arrive on a nominated date and commit to a certain period of time, dependent on conditions as specified by the Employer. I will notify both the Canadian Employer and IEP immediately if I am unable to honour this agreement.

Declaration

I have read and understood all the program conditions and eligibility requirements, and to the best of my knowledge I am eligible for the relevant visa and program for which I am applying. I further declare that all the statements I have made in my application are true. I recognise that any false declaration on my part may result in consequential expenditure. I agree to abide by all applicable government visa and passport rules and the program rules of IEP and the relevant overseas host organisation.

Name _____

Signature _____ Date _____

Please retain a copy of the program agreement for your reference. If you have any questions please call 1300 300 912

IEP offers support and assistance in the preparation, lodgement and acquisition of working holiday visas to Canada. IEP however are not involved in approving visas, or affiliated with the Canadian Consulate General in any way. Whilst working closely with industry and government bodies for the betterment of participant experiences, IEP can not guarantee visas or act as an authority in visa issuance. Visa rejection and visa rulings are at the discretion of the Canadian Consulate General and not the jurisdiction of IEP. IEP will however maintain our upmost commitment to every applicant and their visa issuance and ensure all applications are prepared suitably and appropriately.

Payment Details

- Please find enclosed my Cheque/Money Order - Made payable to International Exchange Programs Pty Ltd
- Please debit my: Visa MasterCard *Credit card and credit debit card transactions incur a 2% surcharge

Card No. _____ Expiry Date _____ / _____

Cardholder Name _____ Signature _____

- Direct deposit:
BSB: 013 040
ACC: 9001 86242 - International Exchange Programs Pty Ltd
Ref: WCJF: Your Surname & First Initial

Please complete and send this form by post, fax or email, to:

Post: International Exchange Programs, PO Box 13278, Law Courts Post Office, Melbourne VIC 8010 **Fax:** 03 9329 1592 **Email:** info@iep.org.au

Please email a copy of your bank receipt details to info@iep.org.au to assist with your transaction being identified

Personal Details

Name (as in passport) _____

Address _____

Suburb/Town _____ State _____

Postcode _____

Phone Number _____ Mobile Number _____

Email _____

A. Program Options

- IEP - Work and Ski Canada Program Fee - \$745 \$ _____
- IEP - Work and Ski Canada PLUS - \$945 \$ _____

B. Working holiday visas (includes processing fee) **AUSTRALIAN PASSPORT HOLDERS ONLY

- Canadian Working Holiday visa - \$170 \$ _____

C. Travel Insurance - World Wide Cover

(Price after deduction of free insurance month - no further discounts apply)

- Global Work Experiences 5 months travel insurance - \$640 \$ _____
- Global Work Experiences 6 months travel insurance - \$735 \$ _____
- Global Work Experiences 7 months travel insurance - \$836 \$ _____
- Global Work Experiences 8 months travel insurance - \$940 \$ _____
- Global Work Experiences 9 months travel insurance - \$1031 \$ _____
- Global Work Experiences 10 months travel insurance - \$1145 \$ _____
- Global Work Experiences 11 months travel insurance - \$1247 \$ _____
- Global Work Experiences 12 months travel insurance - \$1348 \$ _____
- Global Work Experiences travel insurance deposit - \$25 \$ _____

D. Lonely Planet Guide

- Canada - \$35 \$ _____

E. YHA Hostel Membership and Travelex Cash passport

- YHA/Hostelling International Membership - \$32 (under 26 yo) \$ _____
- YHA/Hostelling International Membership - \$42 (26yo and over) \$ _____
- Travelex Cash Passport - Please call IEP for a quote \$ _____

Prices are correct as of 7 May 2012 and are subject to change without notice

- I wish to book my flights through STA Travel and save \$50* \$ _____

*By ticking this box, I authorise IEP to provide my contact details to STA Travel

**By committing to book my flights through STA Travel, I understand that if I book my flights through an alternate provider, I will be subject to pay the program balance of \$50 by 25 October 2012

TOTAL Program Fee: \$ _____